

295 **ARTICLE 5 HUMAN RESOURCES**

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297 **Section 1 Applicability**

298 The council shall, by motion, establish and maintain Human Resources policies as defined in this article. The  
299 policies shall create a standardized system for personnel management and ensure that personnel actions and  
300 decisions comply with federal, state and local laws.  
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302 Pursuant to the council's budgetary authority in Article 4, policies concerning employee compensation and  
303 benefits are applicable to all county employees, including employees reporting to other elected officials offices.  
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305 Other elected officials may adopt alternate administrative policies for their offices. If alternative policies are not  
306 adopted, the policies developed for the departments reporting to the county manager apply.  
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308 **Section 2 Council authority**

309 The county manager shall recommend and the council shall approve policies in the areas below. A simple majority  
310 of councilmembers present is required for approval.

- 311 a) Amendments to pay structures  
312 b) Compensation policies including, but not limited to, base pay, incentive and premium compensation  
313 c) Overall design of merit pay and step increase programs  
314 d) Overall design of benefits and eligibility  
315 e) Overall design of insurance benefit plans eligibility and employee contributions  
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318 **Section 3 County manager authority**  
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320 The county manager shall develop and administer all human resource policies. Approval by the council is not  
321 required for the following.  
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- 323 a. Recruitment and selection practices  
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325 b. Job classification policies, new classifications and resulting pay ranges, reclassifications and  
326 realignments  
327 c. Pay practices and salary administration  
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329 d. Work hours, overtime and employee scheduling policies  
330 e. Employment standards and rules of conduct  
331 f. Other employment relations policies including grievance procedures  
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333 **Section 4 Exclusions from the personnel policies**

334 Personnel policies shall apply to all county employees except:

- 335 a. Contractors
- 336 b. Members of boards, commissions and task forces who are not otherwise employees
- 337 c. Other elected officials
- 338 d. The county manager;
- 339 e. Employees excluded by state law
- 340 f. Other employees designated by ordinance
- 341 g. Areas directly subject to the Civil Service Rules promulgated by the county's Civil Service
- 342 Commission. Otherwise, countywide policies apply to all Civil Service positions and employees.
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345 **OPTION A: USING STATE SALARY COMMISSION**

346 **Section 5 Elected official salaries and compensation**

347 A. Councilmember

- 348 a. The salary of councilmembers shall be \$50,000 in 2015, and shall be adjusted biennially based
- 349 on percentage changes established for state legislators by the Washington State Salary
- 350 Commission. .

- 351 i. If, in any year, the Washington State Salary Commission increases salaries to reflect a
- 352 change from a part-time to full-time legislature, the percent change applied to the
- 353 Executive Branch of Washington state government shall apply.

- 354 b. The chair of the council shall receive a salary 15 (fifteen) percent higher than council members in
- 355 recognition of the additional responsibilities of that position.

356 B. Other elected officials

- 357 a. The salary of the Sheriff shall be \$\$\$\$% in 2015, and shall change biennially based on percentage
- 358 change established for state legislators by the Washington State Salary Commission.

- 359 b. The salary of the Assessor, Auditor, County Clerk and Treasurer shall be \$\$\$\$ in 2015, and shall
- 360 change biennially based on percentage changes established for state legislators by the
- 361 Washington State Salary Commission.

362 C. Judges and Prosecuting Attorney

**Comment [JM1]:** BOF to determine starting value

**Comment [JM2]:** Based on number provided by Budget Office for 2015 salary

**Comment [JM3]:** Based on number provided by Budget office for 2015 salary

- a. The terms of this charter do not apply to the salaries of judges or the Prosecuting Attorney.

**OPTION B: USING LOCAL SALARY COMMISSION**

**Section 5 Elected official salaries**

A. Councilmember

- a. The salary of councilmembers shall be \$50,000 in 2015, and shall change based on percentage changes established by the Citizen's Salary Commission.
- b. The chair of the council shall receive a salary 15 (fifteen) percent higher than council members in recognition of the additional responsibilities of that position.

B. Other elected officials

- a. The salary of the Sheriff shall be \$\$\$\$% in 2015, and shall change based on percentage changes established by the Citizen's Salary Commission.
- b. The salary of the Assessor, Auditor, County Clerk and Treasurer shall be \$\$\$\$ in 2015, and shall change based on percentage changes established by the Citizen's Salary Commission.

C. Judges and Prosecuting Attorney

- a. The terms of this charter do not apply to the salaries of judges or the Prosecuting Attorney.

D. Citizen's Salary Commission

- a. Increases in compensation for the council, Assessor, Auditor, County Clerk, Sheriff and Treasurer shall be commensurate with their duties and shall be set by a duly appointed Citizens' Salary Commission (RCW 36.17.024 and 36.17.020). Members of the salary commission shall serve without compensation for two-year terms, and may receive reimbursement for mileage to and from meetings and other such expenses directly related to their service as provided by ordinance.
- b. The salary commission shall meet biennially and file the salary schedule with the county council and county Auditor no later than May 1 of even numbered years beginning in 2016. The salary schedule shall become effective January 1 of the following calendar year and incorporated into the county budget without further action of the county council, county manager or salary commission.

394     **Section 6 Elected officials compensation in addition to salary**

395             The county shall provide medical and dental benefits and other compensation to elected officials and  
396             their dependents on the same basis these benefits and compensation are provided to county employees.

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398     **Section 7 Collective bargaining**

399             The county manager, on behalf of all county departments and offices, shall conduct negotiations with  
400             collective bargaining units using the budget and compensation direction provided by council. The  
401             manager shall recommend approval of the bargaining agreements to council in a regularly scheduled  
402             meeting of the council. Rejection of a collective bargaining agreement by council requires 4 (four) votes  
403             against the agreement.

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406     **Section 8             Nondiscrimination**

- 407             a.    The county will comply with state and federal laws against discrimination.
- 408             b.    In the exercise of its powers or performance of its duties, the county shall ensure no person is  
409             discriminated against because of age, sex, marital status, sexual orientation, race, creed or color. No  
410             person shall be discriminated against because of national origin, honorably discharged veteran or  
411             military status, or the presence of any sensory, mental or physical disability or the use of a trained  
412             dog guide or service animal by a person with a disability, or any other legally protected status, unless  
413             based upon a bona fide occupational qualification. The prohibition against discrimination because of  
414             disability shall not apply if the particular disability prevents the proper performance of the particular  
415             worker involved.

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417     **Section 9 Privilege**

418             County elected officials, appointed officials and personnel shall not use their positions to secure  
419             employment, special employment privileges or employment policy exemptions for themselves or others.

420           They shall not solicit or accept any benefit, profit or advantage, directly or indirectly, from or by reason of  
421   the discharge of his or her county responsibilities and duties.  
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